

OFFICE PROFESSIONAL OF THE YEAR AWARDS PROGRAM

(Formerly titled “Secretary of the Year”)

PURPOSE

To annually recognize the outstanding achievements and creative efforts of ARS office support professionals.

ELIGIBILITY

Nominations may be made of any ARS employee who meets the following eligibility requirements. Team nominations will not be accepted.

- 1) Must hold a secretarial, clerical, or office support position in one of the following series:
 - GS-0303 Miscellaneous Clerk and Assistant Series (those serving as primary or secondary assistant in an office)
 - GS-0312 Clerk-Stenographer and Reporter
 - GS-0318 Secretary
 - GS-0322 Clerk-Typist
 - GS-0326 Office Automation Clerical and Assistance
- 2) Must have sustained performance at the Fully Successful level or above. *The Human Resources Division will confirm.*

Note: *The 2004 criteria has changed to allow for all nominations of ARS secretarial, clerical and office support employees, regardless of eligibility within their Area. Winners of Area programs may be forwarded for Agency level competition.*

In addition, employees eligible for consideration in this program are no longer excluded from consideration for the AFM Support Awards for Excellence Program. Nominators should not nominate an employee for both award programs, but very carefully evaluate the accomplishments of the employee in relation to the selection criteria of both award programs to determine which criteria is met and/or which program better recognizes the employee. The Performance and Awards Staff is available to assist nominators in making this determination and will review nominations for consideration under the most appropriate program.

SELECTION CRITERIA

Nominations must a) show evidence of achievements well beyond normal job performance during the past year and b) indicate how work performed has substantially improved the operation of an organizational unit. The following are examples of possible achievements. Achievements or accomplishments may be shown in other ways.

- *Organizational Achievement:* Employee takes the initiative to successfully reorganize office procedures, improve filing or other systems, master or promote use of new office equipment, etc. Achievement should include any activity that results in improved productivity within the work unit.
- *Skill Advancement* - Employee takes the initiative to substantially improve or acquire skills beyond job qualifications, either through individual educational pursuits or taking the lead in the enhancement of office-wide business practices or procedures. Achievement should include any personal activity the results of which are taught or shared with the work unit.
- *Person-to-Person Relationships* - Employee sets an example for others by establishing of exceptional inter- and intra-unit working relationships that assist a unit in accomplishing its mission, by training co-workers and others, and by promoting teamwork.

NOMINATION AND SELECTION PROCEDURES

Any ARS employee may submit a nomination of an eligible employee. Group nominations will not be accepted. The nomination format is attached. Nominations should clearly demonstrate how the nominee meets the criteria.

The Administrator will appoint a diverse selection committee composed of managers, customers, staff members, and the current winner of the Secretary of the Year Program. The committee will evaluate nominations and make a recommendation to the Administrator who will make the final selection.

NATURE OF RECOGNITION

The winner will receive a cash award of \$4,000 and be recognized at the Annual ARS Recognition Program in February.

ATTACHMENT

**OFFICE PROFESSIONAL OF THE YEAR
NOMINATION FORMAT**

NAME, ADDRESS, TELEPHONE NUMBER, AND E-MAIL ADDRESS:

POSITION/GRADE:

EXPERIENCE: (Dates, title, grade, organization, if obtainable)

CITATION: (25 words or less, beginning with "For . . . ")

NAME, TELEPHONE NUMBER, AND E-MAIL ADDRESS OF NOMINATOR:

JUSTIFICATION: (The justification must specifically address the selection criteria. It is important to fully describe the accomplishment, the role of the nominee, as well as the impact of the accomplishment. Separate sheets may be attached, limit of 2 pages.)